

CHIEF DEPUTY COUNTY COUNSEL

SELECTION PROCESS

Each candidate’s background will be evaluated on the basis of information submitted at the time of application to determine the level and scope of the candidate’s preparation for this position. The resume should include any additional information which the candidate wishes to be considered. Only the most qualified candidates, as determined by the screening process, will be invited to participate in the selection process. **Note: A background investigation will be completed on the candidates recommended for this position.**

TO BE CONSIDERED

Highly qualified candidates are invited to submit a cover letter, comprehensive resume detailing their demonstrated experience and career accomplishments relevant to this position, verification of degrees, ability to practice law in the State of California, and current salary information. Submission should include the following:

- Candidate’s ability to meet the requirements as stated in the Qualifying Experience section of this recruitment announcement.
- For organizations and programs managed, the name of each employer, job title, size of organization’s budget, number and composition of personnel supervised, scope of management responsibilities, functions managed, and dates of employment.

Please submit resume packages to the following e-mail address: **ExecutiveRecruitment@hr.lacounty.gov** and indicate the position title of **Chief Deputy County Counsel** in the subject line of your e-mail.

Confidential inquiries welcomed to:

BILL DUKES
County of Los Angeles
Department of Human Resources
500 W. Temple Street, Room 555
Los Angeles, CA 90012
213.974.2454
wdukes@hr.lacounty.gov

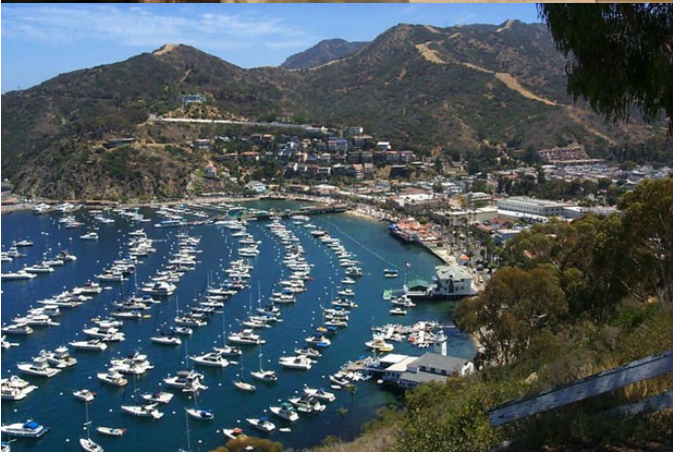
This announcement may be downloaded from the County of Los Angeles website at: <http://hr.lacounty.gov>

VOLUNTARY STATE AND FEDERAL INFORMATION

Pursuant to State and federal requirements, we are requesting that you voluntarily provide the following information: (1) your race/ethnicity and (2) your gender. This information should be on a separate piece of paper (without your name) attached to your resume. This page will be removed from your resume when it is received, kept confidential, and utilized solely for required statistical purposes.

SOCIAL SECURITY ACT OF 2004

Section 419(c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. All newly hired County of Los Angeles employees must sign a statement (Form SSA- 1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website at www.socialsecurity.gov, or call toll free (800) 772-1213. Persons who are deaf or hard of hearing may call the TTY number (800) 325-0778 or contact a local Social Security office.



THE COUNTY OF LOS ANGELES INVITES RESUMES FOR



CHIEF DEPUTY COUNTY COUNSEL (UC)

Annual Salary: \$229,423—\$347,251
(MAPP Range R23)

Filing Period:
May 18, 2015 — June 5, 2015

Restricted to employees of the County of Los Angeles





THE COUNTY

With a population of over ten million people, the County of Los Angeles has more residents than any county in the nation, and within its boundaries are 88 cities. It is rich in cultural diversity and home to world-renowned museums, theaters, the nation’s motion picture industry, major universities, and numerous five-star restaurants. The mountains, deserts, and the beautiful Pacific Ocean, along with some of the world’s finest urban recreational attractions, are freeway close.

The County is governed by a five-member Board of Supervisors (Board) who are elected on a non-partisan basis and serve four-year staggered terms. As the governing body, the Board serves as both the executive and legislative authority of the largest and most complex county government in the United States. There are seven appointed positions (Auditor-Controller, Chief Executive Officer, Chief Probation Officer, County Counsel, Director of Children and Family Services, Executive Officer of the Board of Supervisors, and Fire Chief) that report directly to the Board. The remaining 26 department heads report to the Chief Executive Officer. There are also three elected officials (Assessor, District Attorney, and Sheriff), for a total of 36 major administrative units or departments that currently serve the needs of the County’s residents.

The County’s annual budget for fiscal year 2014-2015 is \$26 billion, with funding for approximately 100,000 positions to serve its diverse population.

THE OFFICE OF THE COUNTY COUNSEL

The Office of the County Counsel acts as the legal advisor to the Board of Supervisors, County officers and departments, special districts, and certain other public agencies, such as the Metropolitan Transportation Authority.

The Office works to protect the County from risk and loss associated with its day-to-day operations. Legal assistance encompasses advising on the law as it applies to County operations; drafting legal documents; representing the County in civil actions, workers’ compensation matters, and dependency court cases; and serving as issuer’s counsel in public financing transactions. County Counsel also assists in presenting the County’s position in the State Legislature and before State and federal regulatory agencies and administrative hearing boards.

The Office’s current operating budget is over \$100 million and includes funding for approximately 570 positions.

THE POSITION

Assists the County Counsel in providing legal services to the Board of Supervisors, County and District officers, the Metropolitan Transportation Authority, and a number of special districts; and assists in planning and directing all operations of the Office of the County Counsel, which has exclusive charge and control of all civil actions in which the County or any County officer or employee is a party.

Key competencies of the position include:

Credibility - providing competent and sound legal advice, based on a thorough review of the law and a command of the relevant issues at hand.

Objectivity - providing advice and counsel in the best interest of the County and the Board based on law, fact, data, and information instead of personal agenda, public opinion, or political perspective.

Client Orientation - placing a top priority on the needs, interests, and objective of the Board and its members; responding to their needs, requests, and concerns; being willing to take appropriate risks on their behalf.

Political Savvy - being able to maneuver through complex political situations effectively and without being drawn into the political debate; understanding how the Board and organizations function in a political and public environment; effectively coping with ambiguity and change; being comfortable handling uncertainty; viewing corporate politics as a central component of the work environment and adjusting to that reality.

Strategic - ability to assist the County Counsel to develop an effective and cohesive management team, set out a vision, develop staff to achieve mission critical goals and develop a succession plan to ensure department success and renewal.

Transparency - the actions of the Office of the County Counsel must be open to public scrutiny, flexible, and staff must be accessible and responsive to the public as well as the Board of Supervisors and other County managers.

The position is open due to upcoming retirement of the incumbent.

EXAMPLES OF DUTIES

- Directs through subordinate managers, the work of attorneys providing advice and legal services to the Board of Supervisors, Chief Executive Office, County departments, and various other special districts and commissions.
- Retains and manages outside counsel to ensure required, specialized input and expertise is obtained and that outside advice and counsel is relevant to the County context and Board’s needs.
- Assists in directing the work of deputies in drafting ordinances, legislation, and amendments to the State and County Codes, and assists in representing the Board of Supervisors before legislative committees.
- Reviews for form and content the most significant legal memoranda, opinions and correspondence requiring approval by the County Counsel.
- Confers with attorneys, County and State officials, and others regarding the Department’s activities and the disposition of cases.
- Assists the County Counsel in overseeing the fiscal, personnel, budget, and other administrative functions of the Department that are managed by the Administrative Deputy and a Senior Assistant County Counsel.

- Develops and maintains effective networks and relations with other departments, agencies, and the public.
- Assists the County Counsel in preparing for meetings of the Board of Supervisors and in preparing and delivering periodic reports to the Board of Supervisors regarding the accomplishments of the Department.
- Is an effective communicator and develops relationships of open and ongoing dialogue with key stakeholders.

QUALIFYING EXPERIENCE

Admitted to practice law in the State of California, on active status and in good standing.

At least five (5) years’ experience (1) with the County of Los Angeles as an attorney or manager at a level higher than Senior Deputy County Counsel (Item No. 9207); OR (2) as an attorney with management responsibilities in a legal department of a city or county, a legal department of a state or federal agency, or a law firm or corporate law office involved in civil litigation or providing advice. Experience under clauses (1) and (2) above may be combined.

LICENSE: 1) Admission to practice law in all courts of California; 2) A California Class "C" Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

OTHER: U.S. citizenship is required for appointment to this position.

Desirable qualifications include:

- Experience providing legal advice to governing boards of public agencies and other public officials in the State of California, particularly in the areas of ethics, conflict of interest, the California Public Records Act, and the Ralph M. Brown Act (Open Public Meetings Law).
- Experience in the preparation for and trying of civil suits; the management of litigation in a cost-effective manner, including knowledge or understanding of internal audit controls, risk management, and contract management; the technical and administrative direction of attorneys; and the preparation of budgets and other administrative duties necessary to the conduct of the Department’s, firm’s, or office’s affairs.
- Civil litigation experience at the trial and/or appellate level.
- Experience in administrative and regulatory proceedings and actions.
- Progressively responsible experience in a variety of civil law specialties or areas, such as public contracting, public finance, dependency, probate and conservatorship, public transportation, tax assessment and collection, elections, medical malpractice, health and social services, employment law, public works, real estate and land use, and public safety, and providing defense to law enforcement personnel in civil actions and proceedings.
- Knowledge of management principles involved in strategic planning, resource allocation, recruitment and retention of personnel, workforce development, financial planning, and coordination of people and resources.

- Demonstrated ability to work effectively with elected and appointed officials, public agencies and employees, and with various segments of the legal system.
- Demonstrated strong organizational, analytical and writing skills.

COMPENSATION

ANNUAL SALARY: \$229,423—\$347,251 (MAPP RANGE R23)

This position is subject to the provisions of the County’s Management Appraisal and Performance Plan (MAPP). Placement within the range will be commensurate with candidate’s qualifications and current salary.

Benefits: The County of Los Angeles provides an excellent benefits package that allows employees to choose benefits that meet their specific needs. The package includes:

- **Retirement Plan** – The successful candidate will participate in a contributory defined benefit plan. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California. If the candidate is a “new member” of the County’s defined benefit plan (LACERA) on or after January 1, 2013, that person’s pensions will be limited under the Public Employees Pension Reform Act (PEPRA). For these purposes, a “new member” is someone who first becomes a member of LACERA on or after January 1, 2013 – that is, someone first employed by the County on or after December 1, 2012 – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. Details on PEPRA will be provided on request.
- **Cafeteria Benefit Plan** – Benefits may be purchased from the MegaFlex Cafeteria Benefit Plan using a tax-free County contribution of an additional 14.5% to 17% of the employee’s monthly salary.
- **Non-Elective Days** – 10 paid days per year with the option to buy an additional one to 20 elective annual leave days.
- **Flexible Spending Accounts** – Employees may contribute up to \$400 per month tax-free, to Health Care and Dependent Care Spending Accounts. The County contributes \$75 per month to the Dependent Care Spending Account.
- **Savings Plan (401k)** – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee’s salary.
- **Deferred Compensation Plan (457)** – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee’s salary.
- **Holidays** – 11 paid days per year.